



# Supervision in Government

*A 'New Supervisor' Training Series*

*IN PERSON*

## WHAT:

For over 20 years, *Supervision in Government* has been offered throughout Broward County to new supervisors or supervisors new to government. This unique program specifically addresses similar agency issues, workforce changes, and varying performance standards within government. Participants learn how to develop and coach staff while working within specific guidelines, policies, and collective bargaining agreements common to many public organizations. They will have an opportunity to network with other governmental supervisors and share practical ideas for managing employee performance. The series includes the following eight 3.5hour modules:

- Day 1    Module 1 - Transitioning from Employee to Supervisor  
          Module 2 - Interviewing and Hiring Within Legal Boundaries
- Day 2    Module 3 - Legal Side of Supervision  
          Module 4 - Communicating in the New Role
- Day 3    Module 5 - Performance Management for Results  
          Module 6 - Coaching Through Feedback
- Day 4    Module 7 - Progressive Discipline  
          Module 8 - Delegating with Empowerment

**2023 Spring  
Series**

**SOLD OUT**

**REGISTER EARLY FOR  
2023 FALL SERIES!**

## WHO:

New Supervisors or Supervisors New to Government

## How:

This series is designed to provide four full days of training with two sessions offered each day. The interactive classroom training will involve hands-on application and job aids will be used to reinforce the skills back on the job. Thirty-minute job application assignments will transfer the learning back to each participant's agency.

## WHEN:

**2023 FALL SERIES:**    Morning Sessions- 8:30-12:00; Afternoon Sessions- 1:00-4:30

**DAY 1 – OCTOBER 18** Module 1 & 2

**DAY 2 – OCTOBER 25-** Module 3 & 4

**DAY 3 – NOVEMBER 2-** Module 5 & 6

**DAY 4 – NOVEMBER 7-** Module 7 & 8

**MAKE UP SESSION - NOVEMBER 14; 8:30-12:00** (required to attend if a module is missed)

## WHERE:

Hosting City – City of Greenacres, 501 Swain Boulevard, Greenacres 33463

## COSTS:

\$595 per participant; inclusive of materials, morning refreshments, Certificate of Completion, 28 Continuing Education hours, 2.8 CEUs

## TRAINERS:

Bach Training & Development Training Team... More than 30 years of government training experience!

**REGISTRATION:** REGISTER ONLINE: [fiog.fau.edu](http://fiog.fau.edu) Registration deadline is October 4.

**Please note that if 3 modules are missed you must re-register and pay a new fee. Participants missing 1-2 modules will be required to attend the makeup session with no additional fee charged.**

Requests for refunds must be submitted in writing and received no later than one week prior to the class. In those cases, the registration fee, less a \$75.00 administrative charge, will be refunded. No requests for refunds will be honored after that date, but substitutions are allowed. Non-attendance does not constitute a withdrawal or refund request. We reserve the right to cancel this program; in that case, the registration fee will be refunded in full. Contact: The John Scott Dailey Florida Institute of Government at FAU- 561/297-3749 email: [sdean@fau.edu](mailto:sdean@fau.edu)